Attachment B

Generic Quality Assurance Project Plan Checklist

The checklist that follows is an example of an approach that can be used to evaluate quality assurance project plans developed by EPA or external organizations. It outlines 24 elements of a quality assurance project plan and asks questions about how the plan addresses various aspects of each element.

Under the graded approach to quality management described throughout this document, this checklist may be used as is, noting that aspects and elements that do not apply to a given environmental data collection project, or the checklist may be modified for project-specific needs. As noted in Chapter 5, other forms of documentation may be employed, provided that the information needed to meet the requirements of the Office of Water quality system is included.

Generic Quality Assurance Project Plan Checklist

July 2001

Project Title: **Reviewer:**

EPA Project Manager: **Date Submitted:**

Plan Author/Organization: **Date Reviewed:**

Conclusion/Recommendation:

Acceptable _____ **Acceptable with minor revisions** _____ **Not acceptable** _____

For plans found to be not acceptable, major deficiencies (defined here as the absence of relevant information) were found in the following elements:

___ Title & Approval Sheet
___ Table of Contents
___ Distribution List
___ Project/Task Organization
___ Problem Definition/Background
___ Project/Task Description
___ Quality Objectives & Criteria
___ Special Training/Certification
___ Documentation & Records
___ Sampling Process Design
___ Sampling Method
___ Sample Handling & Custody
___ Analytical Methods
___ Quality Control
___ Instrument/Equipment Testing
___ Instrument Calibration & Frequency
___ Inspection/Acceptance for Supplies
___ Data Acquisition (Non-Direct)
___ Data Management
___ Assessments & Response Actions
___ Reports to Management
___ Data Review, Validation, & Verification
___ Validation and Verification Methods
___ Reconciliation with User Requirements

See the attached sheets for comments related to all elements.

A = Acceptable NI = Not Included U = Unacceptable NA = Not Applicable	A	U	NI	NA	Comments
A1. Title & Approval Sheet					
Title					
Organization's name					
Dated signature of project manager					
Dated signature of QA officer					
Other signatures, as needed					
A2. Table of Contents					
A3. Distribution List					
A4. Project/Task Organization					
Identifies key individuals with their responsibilities (e.g., data users, decision makers, project QA manager, Subcontractors)					
Organization chart shows lines of authority & reporting responsibilities					
A5. Problem Definition/Background					
Clearly states problem or decision to be resolved					
Historical & background information					
A6. Project/Task Description					
Lists measurements to be made					
Cites applicable technical, regulatory, or program-specific quality standards, criteria, or objectives					
Notes special personnel or equipment requirements					
Provides work schedule					
Notes required project & QA records/reports					
A7. Quality Objectives & Criteria for Measurement Data					
States project objectives and limits, both qualitatively & quantitatively					
States & characterizes measurement quality objectives as to applicable action levels or criteria					
A8. Special Training Requirements/Certifications					
A9. Documentation & Records					
Lists information & records to be included in data report (e.g. raw data, field logs, results of QC checks, problems encountered)					
States requested lab turnaround time					
Gives retention time and location for records and reports					

A = Acceptable NI = Not Included U = Unacceptable NA = Not Applicable	A	U	NI	NA	Comments
B1. Sampling Process Design (Experimental Design)					
Types and number of samples required					
Sampling network design & rationale for design					
Sampling locations & frequency of sampling					
Sample matrices					
Classification of each measurement parameter as either critical or needed for information only					
Validation study information, for non-standard situations					
B2. Sampling Method Requirements					
Identifies sample collection procedures & methods					
Lists equipment needs					
Identifies support facilities					
Identifies individuals responsible for corrective action					
B3. Sample Handling & Custody Requirements					
Notes sample handling requirements					
Notes chain of custody procedures, if required					
B4. Analytical Methods Requirements					
Identifies analytical methods to be followed (with all options) & required equipment					
Provides validation information for non-standard methods					
Identifies individuals responsible for corrective action					
B5. Quality Control Requirements					
Identifies QC procedures & frequency for each sampling, analysis, or measurement technique, as well as associated acceptance criteria and corrective action					
References procedures used to calculate QC statistics (e.g., precision, bias, accuracy)					
B6. Instrument/Equipment Testing, Inspection, and Maintenance Requirements					
Identifies acceptance testing of sampling and measurement systems					
Describes equipment needing calibration and frequency for such calibration					
Notes availability & location of spare parts					

A = Acceptable NI = Not Included U = Unacceptable NA = Not Applicable **B7. Instrument Calibration & Frequency**	A	U	NI	NA	Comments
Identifies equipment needing calibration and frequency for such calibration					
Notes required calibration standards and/or equipment					
Cites calibration records & manner traceable to equipment					
B8. Inspection/Acceptance Requirements for Supplies & Consumables					
States acceptance criteria for supplies & consumables					
Notes responsible individuals					
B9. Data Acquisition Requirements for Non-Direct Measurements					
Identifies type of data needed from non-measurement sources (e.g., computer data bases and literature files), along with acceptance criteria for their use					
Describes any limitations of such data					
B10. Data Management					
Describes standard record keeping & data storage and retrieval requirements					
Checklist or standard forms attached to QAPP					
Describes data handling equipment & procedures used to process, compile and analyze data (e.g., required computer hardware & software)					

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C1. Assessments & Response Actions					
Lists required number, frequency, & type of assessments, with approximate date & names of responsible personnel					
Identifies individuals responsible for corrective actions					
C2. Reports to Management					
Identifies the preparer and recipients of reports					
Identifies frequency and distribution of reports for:					
Project status					
Results of performance evaluations & audits					
Results of periodic data quality assessments					

A = Acceptable NI = Not Included U = Unacceptable NA = Not Applicable	A	U	NI	NA	Comments
Any significant QA problems					
D1. Data Review, Validation, & Verification					
States criteria for accepting, rejecting, or qualifying data					
Includes project-specific calculations or algorithms					
D2. Validation and Verification Methods					
Describes process for data validation and verification					
Identifies issue resolution procedure and responsible individuals					
Identifies method for conveying these results to data users					
D3. Reconciliation with User Requirements					
Describes process for reconciling with DQOs and reporting limitations on use of data					